

UNITED STATES COURT OF APPEALS  
FIFTH CIRCUIT  
NEW ORLEANS, LOUISIANA

Vacancy Announcement

The Judges of the United States Court of Appeals for the Fifth Circuit invite applications from qualified persons for the position of Circuit Librarian. The library program serves the judges and staff of all federal courts in Louisiana, Texas, and Mississippi.

The Circuit Librarian is responsible for long-range strategic planning, policy development and implementation, budget oversight, human resource management, library automation, acquisition of legal subscriptions and publications, development and delivery of electronic tools and resources, planning and managing of library space and facilities, and overseeing the provision of legal research in all information formats and the training of library users in all research sources.

An applicant must have an M.L.S./M.L.I.S. from an ALA-accredited program. A J.D. from an ABA-accredited law school is desirable but not required. The position requires a minimum of ten years of legal library experience, with demonstrated management and supervisory skills in public service or business which provided a thorough understanding of organizational, procedural, and human aspects in managing a complex organization. A comprehensive understanding of library operations and management concepts is essential, including experience with the SIRSI Unicorn Integrated Library System or other ILS, Westlaw, and Lexis. Additional desirable qualifications include specialized education in public or judicial administration, training in court management, knowledge of automated systems, strong analytical skills, polished oral and written communication skills, creativity, and initiative.

Application may be made by sending 6 copies of a résumé and salary history to:

Mr. Gregory A. Nussel  
Circuit Executive  
United States Courts, Fifth Circuit  
600 Camp Street, Room 300  
New Orleans, Louisiana 70130

The starting salary range for this position is \$126,618 - \$157,999 annually, plus full federal benefits. Pay will be set based on experience and current salary, pursuant to regulations. The deadline for receipt of résumés is October 31, 2008.

The Fifth Circuit is an Equal Opportunity Employer.  
*The person selected will serve at the pleasure of the Court.*

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or extend the closing date, any of which actions may occur without any prior written or other notice.

The selected applicant must undergo a background check and provide educational transcripts.

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Additional Information

The Fifth Circuit Library supports 225 federal circuit, district, bankruptcy, and magistrate judges throughout Texas, Louisiana, and Mississippi. The Library currently employs 23 staff members in nine branch libraries throughout the Circuit. This position is duty stationed at the Court's headquarters in New Orleans, Louisiana.

Benefits

Employees of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service system, but the fringe benefits are similar. These include:

- 13 days paid annual leave per year for the first three years of service
- 20 days paid annual leave per year after three years of service
- 26 days paid annual leave per year after 15 years of service
- 13 days paid sick leave accrued per year
- 10 paid holidays per year, plus Mardi Gras day
- Choice of medical, dental, and vision coverage from a wide variety of plans
- Life, long-term disability, and long-term care insurance options
- Participation in the Federal Employees Retirement System
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$)
- Pre-tax Flexible Spending Accounts (medical and dependent care)
- Direct deposit of federal wages